

## **CITY OF BRYAN**

### **JOB DESCRIPTION – 1404**

**Working Title:** REFERENCE/INFORMATION SERVICES LIBRARIAN

**Career Ladder:** BUSINESS PROFESSIONAL

**Level:** 410

**Department:** BRYAN-COLLEGE STATION LIBRARY SYSTEM

#### **SUMMARY AND PRIMARY FUNCTION**

Performs responsible professional work in planning, implementing and managing a comprehensive program of reference/information services/reader's advisory to library users of all ages.

#### **EDUCATION AND EXPERIENCE**

BA/BS in Library Science from an accredited school plus 0-2 years directly related experience.

#### **Preferred:**

Master's of Library Science degree from an American Library Association accredited school of Library Science.

Considerable knowledge of the professional practices, procedures and techniques of library science.

Considerable knowledge of books and materials in several broad subject fields.

Considerable knowledge of book classification and arrangements; good knowledge of cataloging and online catalogs.

Working knowledge of Anglo-American Cataloging Rules, Dewey Decimal Classification system, and Sears and Library of Congress subject headings.

#### **KNOWLEDGE, SKILLS AND ABILITIES**

Ability to exercise initiative, tact, leadership and independent judgement.

Ability to work with a minimum amount of supervision at a fully capable level of competence.

Ability to use MARC format and to edit bibliographic data.

Extensive knowledge of juvenile and young adult literature.

Ability to present story time, puppet shows and other programming skills appropriate for juveniles and young adults.

#### **SPECIAL REQUIREMENTS AND LICENSES**

Texas Class C driver's license with a good driving record as measured by the City's evaluation system.

#### **EQUIPMENT**

Automated online catalogs, microcomputer with modem, microfilm/microfiche readers/printers, printers, CD-ROM based indexes, databases, online database, copier, telephone system and audio-visual equipment.

Work shall be performed with tools, appliances and equipment approved by those agencies and bodies that have control, authority or approval of the design working ranges or limitations of those items; the employee has the responsibility to conform to those ranges and limitations.